

Bill To:  
Various State Agencies  
Located throughout Idaho  
\*\*\*\*

Various, ID 83701



State  
of  
Idaho

THIS NUMBER MUST APPEAR  
ON ALL DOCUMENTS

Statewide Blanket Purchase Order  
Contract Renewal

Statewide Blanket Purchase  
Order  
SBPO1193 - 02

DELIVER

TO:

Various State Agencies  
Located throughout Idaho  
\*\*\*\*  
Various, ID 83701

Date: Thu Jul 26 2007

F.O.B: Destination

Terms:

VENDOR:

SHARP ELECTRONICS CORPORATION  
Sharp Plaza  
Mahwah, NJ 07430  
Attn: Senior Government Marketing Manager  
Emailed To: greenel@sharpsec.com  
Phone: 201 529-8200  
Fax:  
Account Number: P00000055469

Start of Service Fri Jul 27, 2007  
Date

Sat Jul 26, 2008

End of Service  
Date:

RFQ#: RFQ04223

DOC#: PREQ8311

File Attached:

- ☐ SharpBid.pdf
- ☐ Sharp\_Pricing.pdf
- ☐ Sharp\_Dealers\_2\_.pdf
- ☐ Updated\_Placement\_Form\_122006.pdf

Buyer: SARAH HILDERBRAND 208-332-1631

Item No	Description	Quantity UOM	Unit Price	EXTENSION
000	BLANKET PURCHASE AGREEMENT ( line item particulars follow )	1 lot		30000.00
	Total:			30000.00
Blanket Comments:	<p>PURCHASE OR RENTAL OF DIGITAL PHOTOCOPIERS CONTRACT SBPO1193-01 RENEWAL</p> <p>This contract renewal and the provisions hereof are hereby made part of that certain State of Idaho contract number SBPO1193-01, for PURCHASE OR RENTAL OF DIGITAL PHOTOCOPIERS dated FEBRUARY 2, 2007 for ALL ELIGIBLE POLITICAL SUBDIVISIONS OR PUBLIC AGENCIES, between SHARP ELECTRONICS CORPORATION as "Contractor" and the State of Idaho as "State." Contractor and State hereby agree as follows:</p> <p>All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this renewal is JULY 27, 2007.</p> <p>This contract is renewed for ONE (1) YEAR commencing JULY 27, 2007 and expiring JULY 26, 2008. The same terms, conditions and prices prevail for the contract renewal period.</p>			

<p>The dollar amount listed in the contract renewal pricing is an estimate and cannot be guaranteed. The actual dollar amount of the contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.</p> <p>SIGNED AND DATED ACCEPTANCE LETTER FROM SHARP ELECTRONICS CORPORATION ON FILE AT THE DIVISION OF PURCHASING</p>				
Item No	Description	Quantity UOM	Unit Price	EXTENSION
1	<p><b>Copy Machines, Digital, Purchase or Rental</b></p> <p>( 600-46 ) ( nt )</p>	3 YR	10000.00	
General Comments:	<p>.....NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Contract for Purchase or Rental of Digital Photocopiers from ITB01925 for various state of Idaho Agencies, institutions, and departments. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.</p> <p>Contract Title:.....Purchase or Rental of Digital Photocopiers          Delivery Zone/Area:.....Area B only, Purchase Only          Contract Usage Type:.....Mandatory          Public Agency Clause: .....Yes          Contract Administration:.... Sarah Hilderbrand          ---Phone Number:.....208-332-1631          ---E-Mail:.....sarah.hilderbrand@adm.idaho.gov</p> <p>Contractor's Primary Contact Sharp Electronics Corporation          ---Attn:.....David Howe, Government Account Manager          ---Address:.....Sharp Plaza, Box B          ---City, State, Zip:.....Mahwah, NJ 07430          Phone Number:.....509-586-8952          Toll Free Number:.....800-892-9204 x 5353          Fax Number:.....206-374-2633          E-Mail:.....david.huwe@sharpusa.com</p> <p>CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.</p> <p>Minimum Order Quantity:.....One (1) Photocopier          Minimum Dollar Amount:.....None          Standard Delivery Time:.....Not to exceed thirty (30) days – see bid schedules for specifics</p> <p>QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.</p> <p>Order Placement Address:          ---Company Name:.....Sharp Electronics Corporation, c/o installing dealer          ---Address:.....See Dealer Representative/Service Provider Page for list of          .....authorized Dealers          ---City, State, Zip:.....</p> <p>Payment Address:          ---Company Name:.....Sharp Electronics Corporation          ---Address:.....As detailed in each invoice          ---City, State, Zip:.....</p> <p>THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S</p>			

ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

Special Order Information:.....All orders are to be made out to the Contractor, c/o Installing Dealer  
Contract Items:.....See Bidding Schedules  
Contract Pricing:.....See Bidding Schedules

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

Instructions:

**Freight / Handling Included in Price**

By: SARAH HILDERBRAND

2004 Digital Copier Awards (UPDATED 12/20/06)					
		Awards for Area A - Models			
Category	Ricoh	Kyocera Mita	XEROX	SHARP	Océ
Rental					(fka Imagistics)
1A	Aficio 1515	KM-1820			
1B	Aficio 2016	KM-1820			
2	Aficio 3025	KM-2050			
3	Aficio 3035	KM-3035			
4	Aficio 3045	KM-4035			
5	Aficio 5500	KM-5035			
6	Aficio 6500	KM-6030			
Purchase					
1A		KM-1820			ix2701
1B		KM-1820			ix2701
2		KM-2050			IM2330
3		KM-3035			IM3511
4		KM-4035			IM4511
5		KM-5035			IM5530
6		KM-6030			IM6020
		Awards for Area B - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Océ
					(fka Imagistics)
Rental					
1A	Aficio 1515	KM-1820	WC4118P		
1B	Aficio 2016	KM-1820	WC4118PwADF		
2	Aficio 3025	KM-2050	CC238		
3	Aficio 3035	KM-3035	CC238H		
4	Aficio 3045	KM-4035	CC245H		
5	Aficio 5500	KM-5035	CC255H		
6	Aficio 6500	KM-6030	CC275		
Purchase					
1A		KM-1820		ARM168	ix2701
1B		KM-1820		ARM168	ix2701
2		KM-2050		ARM205	IM2330
3		KM-3035		ARM 355	IM3511
4		KM-4035		ARM 455	IM4511
5		KM-5035		ARM 550	IM5530
6		KM-6030		ARM620	IM6020
		Awards for Area C - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Océ
Rental					(fka Imagistics)
1A	Aficio 1515	KM-1820			
1B	Aficio 2016	KM-1820			
2	Aficio 3025	KM-2050			
3	Aficio 3035	KM-3035			
4	Aficio 3045	KM-4035			
5	Aficio 5500	KM-5035			
6	Aficio 6500	KM-6030			
Purchase					
1A		KM-1820			ix2701
1B		KM-1820			ix2701
2		KM-2050			IM2330
3		KM-3035			IM3511
4		KM-4035			IM4511
5		KM-5035			IM5530
6		KM-6030			IM6020

**Bill To:**  
**Various State Agencies**  
**Located throughout Idaho**  
**\*\*\*\***  
**Various, ID 83701**



Various State Agencies

THIS NUMBER MUST  
 APPEAR  
 ON ALL DOCUMENTS

**Statewide Blanket Purchase  
 Order  
 SBPO1193**

**Statewide Blanket Purchase Order**

**Date: Mon Jul 26, 2004**

**DELIVER** Various State Agencies  
**TO:** Located throughout Idaho  
 \*\*\*\*  
 Various, ID 83701

**F.O.B: Destination**  
**Terms:**

**Contract From Tue Jul 27, 2004**  
**Date**

**Thu Jul 26, 2007**

**Contract To Date:**

**VENDOR:** SHARP ELECTRONICS CORPORATION  
 Sharp Plaza  
 Mahwah, NJ 07430  
 Attn: David Huwe, Government Account Manager  
 david.huwe@sharpusa.com  
 Phone: 201 529-6334

**RFQ#: RFQ04223**  
**DOC#: PREQ8311**

**File Attached:** ☒ SharpBid.pdf

**Buyer:** AARON WOLTER 208-327-7452

Item No	Description	Quantity UOM	Unit Price	EXTENSION
000	BLANKET PURCHASE AGREEMENT ( line item particulars follow )	1 lot		0.00
	Total:			0.00
<b>Blanket Comments:</b>	<p>.....NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Contract for Purchase or Rental of Digital Photocopiers for various state of Idaho agencies. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.</p>			
Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	Copy Machines, Digital, Purchase or Rental ( 600-46 ) ( nt )	3 YR	0.00	0.00
<b>General Comments:</b>	<p>.....NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Contract for Purchase or Rental of Digital Photocopiers from ITB01925 for various state of Idaho agencies, institutions, and departments. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.</p> <p>Contract Title:.....Purchase or Rental of Digital Photocopiers            Delivery Zone/Area:.....Area B only, Purchase Only            Contract Usage Type:.....Mandatory            Public Agency Clause: .....Yes</p>			

Buyer:.....Aaron Wolter  
---Phone Number:.....208-327-7452  
---E-Mail:.....awolter@adm.state.id.us  
Contract Administration:....Gerry Silvester  
---Phone Number:.....208-327-7325  
---E-Mail:.....gsilvest@adm.state.id.us

<p>

Contractor's Primary Contact: Sharp Electronics Corporation  
---Attn:.....David Huwe, Government Account Manager  
---Address:.....Sharp Plaza, Box B  
---City, State, Zip:.....Mahwah, NJ 07430  
Phone Number:.....509-586-8952  
Toll Free Number:.....800-892-9204 X 5353  
Fax Number:.....206-374-2633  
E-Mail:.....david.huwe@sharpusa.com

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Minimum Order Quantity:....One (1) Photocopier  
Minimum Dollar Amount:....None  
Standard Delivery Time:.....Not to exceed thirty (30) days – see bid schedules for specifics

QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Order Placement Address:

---Company Name:.....Sharp Electronics Corporation, c/o installing dealer  
---Address:..... See Dealer Representative/Service Provider Page for list of  
.....authorized Dealers  
---City, State, Zip:.....

Payment Address:

---Company Name:.....Sharp Electronics Corporation  
---Address:..... As detailed on each invoice  
---City, State, Zip:.....

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

Special Order Information:....All orders are to be made out to the Contractor, c/o Installing Dealer  
Contract Items:.....See Bidding Schedules  
Contract Pricing:.....See Bidding Schedules

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

By: **LYLE GESSFORD**

## STATEWIDE DIGITAL PHOTOCOPIER CONTRACT ORDERING INSTRUCTIONS

The Statewide Photocopier Contract is a mandatory contract. If the copiers on contract will not meet the needs of your, agency, a written justification must be sent with DA-1 Purchase Requisition or a Sicommm Requisition and Photocopier Justification Form, stating why the photocopier on contract does not meet your requirements.

Requirements of 55,001 or more copies per month (or color copiers) will be bid individually. Requirements for bidding these photocopiers remain the same. All agencies must submit a DA-1 Purchase Requisition or a Sicommm Requisition and a Photocopier Justification Form.

State Agencies are to submit their Agency Purchase Order (or equivalent document) and completed COPIER PLACEMENT FORM directly to the applicable Contractor. After determining the appropriate Item and Category Number needed, complete the COPIER PLACEMENT FORM for the particular category required. The COPIER PLACEMENT FORM will be attached to the Agency Purchase Order (or equivalent document) for either a straight (outright) purchase or a rental.

**INSTRUCTIONS:** Complete the blanks on the COPIER PLACEMENT FORM as follows:

PURCHASE OR RENTAL
(1) Purchase Order Date, (2) Agency Name, (3) Agency Bill-to Address, (4) Agency Bill-to City & Zip Code, (5) Agency Purchase Order Number, (6) Contractor, (7) Delivery ARO, (after receipt of order), (8) Category of photocopier, (9) Area where photocopier will be placed, (10) Brand/Model of photocopier, (11) Warranty Period (applicable to Purchase Only), (12) Rental period (YEARS) - if applicable, (13) Check Block if outright purchase, (14) Check applicable Maintenance Option Block - FSM (Full Service Maintenance - does not include supplies). or NONE - if no maintenance contract is requested. (15) Placement location of photocopier, contact person and phone, (16) Manufacturer's Product Code or part number (if known or applicable), (17) Monthly rental rate, (18) "click" charge or Copy/Impression charge per copy for rentals, (19) Purchase Price (for Purchase Only), (21) FSM Excess Copy Charge (applicable to Purchase Only), (21) 1st, 2nd, and 3rd year monthly costs for maintenance (purchase option only), (22) Description/Name of any options to be included, (23) Total Costs, including any options ordered, (24) Any special Instructions needed, and (25) Agency Authorized Signature
<b>FOR RENTAL ONLY:</b> A photocopier may be rented for either a three year or one year period. A one (1) year rental agreement may be renewed or extended one time (total - two years). A three (3) year initial rental may NOT be renewed. At the expiration of the applicable rental period, the photocopier must be returned to the Contractor

When completed, attach the COPIER PLACEMENT FORM to your completed Purchase Order and send it to the applicable Contractor. A copy of the Purchase Order must also be sent to the Division of Purchasing.

# STATEWIDE PHOTOCOPIER DIGITAL COPIER PLACEMENT FORM

PO Date                      (1) Agency PO #                      (5)

Agency (2)

Bill To (Contact Name): Contractor (6)

Street/Box (3)

City, Zip (4)

Delivery	(7)	Number of Days ARO
----------	-----	--------------------

(8)	(9)	(10)	(10)
-----	-----	------	------

(11) days

Category	Area	Brand	Model	Warranty (purchase only)
----------	------	-------	-------	--------------------------

Rental	(12)
Period	# of Years
(one or three years)	

(13)	MAINTENANCE	(14)	(14)
PURCHASE	(Indicate One)	FSM	NONE

Note: Rental Pricing INCLUDES includes maintenance - Supplies are included in per copy charge

Note: FSM maintenance EXCLUDES supplies -- Supplies are included in the per copy charge

Photocopier Location (15)

(15)

City,State,Zip (15)

Contact Person \_\_\_\_\_ (15) Phone \_\_\_\_\_

RENTAL OPTION	PURCHASE OPTION
<p>1. Rental fee: \$1,000 per month</p> <p>2. Maintenance: \$500 per month</p> <p>3. Insurance: \$200 per month</p> <p>4. Property taxes: \$1,500 per month</p> <p>5. Total cost: \$3,200 per month</p>	<p>1. Purchase price: \$100,000</p> <p>2. Maintenance: \$500 per month</p> <p>3. Insurance: \$200 per month</p> <p>4. Property taxes: \$1,500 per month</p> <p>5. Total cost: \$2,200 per month</p>

EQUIPMENT AND ACCESSORIES (List options desired)		Monthly Rental Price	Impression Copy Charge per copy		FSM Excess copy charge	Maintenance: Full Srvc Maint./per month		
Equipment/Option Description	Mfr's Product Code			Purchase Price		First Year	Second Year	Year Year
Base Copier Model	(16)	\$ (17)	(18) /cy	\$ (19)	(20) /cy	\$ (21) /mo	\$ (21) /mo	\$ (21) /mo
		\$	/cy	\$	/cy	.	\$ /mo	\$ /mo
(22)	(16)	\$ (17)	(18) /cy	\$ (19)	(20) /cy	\$ (21) /mo	\$ (21) /mo	\$ (21) /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
Total for Copier & Accessories/Options		\$ (23)	(23) /cy	\$ (23)	(23) /cy	\$ (23) /mo	\$ (23) /mo	\$ (23) /mo

Special Instructions: (24)

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

(25)

---

(Agency Authorized Signature)

**The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to [gsilvest@adm.state.id.us](mailto:gsilvest@adm.state.id.us)**



**STATEWIDE PHOTOCOPIER  
DIGITAL COPIER PLACEMENT FORM**

PO Date \_\_\_\_\_ Agency PO # \_\_\_\_\_

Agency \_\_\_\_\_

Bill To (Contact Name): \_\_\_\_\_ Contractor \_\_\_\_\_

Street/Box \_\_\_\_\_

City, Zip \_\_\_\_\_

Delivery  Number of Days ARO

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Category Area Brand Model

<input type="text"/>
----------------------

days  
Warranty (purchase only)

Rental	<input type="text"/>
Period	# of Years
(one or three years)	

<input type="text"/>	MAINTENANCE	<input type="text"/>	<input type="text"/>
PURCHASE	(Indicate One)	FSM	NONE

Note: Rental Pricing INCLUDES includes maintenance - Supplies are included in per copy charge

Note: FSM maintenance EXCLUDES supplies -- Supplies are included in the per copy charge

Photocopier Location \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**RENTAL OPTION PURCHASE OPTION**

EQUIPMENT AND ACCESSORIES (List options desired) Equipment/Option Description		Monthly Rental Price	Impression Copy Charge per copy	Purchase Price	FSM Excess copy charge	Maintenance: Full Svc Maint./per month		
						First Year	Second Year	Year Year
Base Copier Model	Product Code	\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
Total for Copier & Accessories/Options		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo

Special Instructions: \_\_\_\_\_

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

\_\_\_\_\_  
(Agency Authorized Signature)

**The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to [gsilvest@adm.state.id.us](mailto:gsilvest@adm.state.id.us)**

## DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

**INCORPORATION OF TERMS AND CONDITIONS:** The State of Idaho STANDARD CONTRACT TERMS AND CONDITIONS (trBASECstdContractTrms.doc – **Rev 7/1/01**) are hereby incorporated by reference into this bid solicitation as if set forth herein in their entirety. The State's STANDARD CONTRACT TERMS AND CONDITIONS are located on the Internet at <http://www2.state.id.us/adm/purchasing>. If you do not have access to the Internet, you may contact the Division of Purchasing at 208-327-7465 to obtain a copy of the State's CONDITIONS AND INSTRUCTIONS TO BIDDERS and the State's STANDARD CONTRACT TERMS AND CONDITIONS. This Contract also incorporates Addendums 1, 2, 3, and 4 of ITB01925 in their entirety as though set out herein in full.

**TIME PERIOD:** The Master Contract(s) will be effective for a three (3) year period commencing April 5, 2004 and expiring March 31, 2007. All one-year rentals issued under a Master Contract, following delivery and acceptance of equipment, will expire after either twelve (12) months (or twenty-four (24) months if renewed and original rental period began before the twenty-fourth (24) month of the Master Contract). **All thirty-six (36) month rentals issued under a Master Contract will expire after a fixed thirty-six (36) months.** The State specifically reserves the right to terminate this Master Contract (but none of the underlying rentals) without cause after eighteen (18) months upon ninety (90) days prior written notice to the Contractor.

**BUYERS LABORATORY, INC.:** The acronym "BLI" as used in various places in this specification shall mean Buyers Laboratory Inc. and the most recent edition of its *Selection Guide for Copier Based Multifunctional Products* available on-line to the State through its subscription at [www.buyerslabonline.com](http://www.buyerslabonline.com). If conflicting information is received, the State shall verify any specifications or other questions with the most recent information available to the State through its subscription to BLI. The State reserves the right to verify information with other published sources as deemed necessary.

**ORDER FORM:** State Agencies will use the Digital Copier Placement Form or a State approved equivalent form when ordering machines. The State's Digital Copier Placement Form of Idaho **Order Form** will serve as a Release or Delivery Order against the Master Contract and will constitute a legal binding contract between the Contractor and the State. Contractor provided order placement forms or other similar documents will **NOT** be signed or utilized.

**ELECTRONIC ORDERING:** The procurement of printing/copying items in a cost effective manner requires the establishment of fair and equitable prices for hardware, current information regarding availability and delivery, and a strong vendor-customer relationship. Contractors are encouraged to provide up-to-date on-line catalogs, electronic ordering and electronic order status checking and other tools to enhance the planning and product procurement process for the contract items. The State desires to use electronic methods to the greatest extent possible for acquisition of printer/copier products and services. In those cases where electronic ordering occurs the Contractor will include contract items ordered in the required quarterly usage reports. The agency will also complete the Digital Copier Placement Form or its electronic equivalent and provide a copy of same to the Division of Purchasing.

**MINIMUM ORDER:** The minimum order is one machine. Accessories and optional items must be ordered at the same time as the machine is ordered or an additional delivery, set-up charge, and/or other one-time charge may be incurred.

For connectivity to the agency's network not ordered at the time of initial copier placement, ordering entities will be required to pay any reasonable additional delivery and set-up charges in addition to the one-time connectivity cost (as detailed by the bidder on the bidding schedule) or the appropriate monthly rental rate (one year or three year) adjusted for the remaining time left in the rental contract. For example, assume a three-year rental network ready copier is to be connected on the thirteenth month after initial delivery and installation. If the bid price for connection to the network was \$15 per month for a three-year rental, the total of the three year network connection cost would be totaled and divided by the number of months remaining in the copier rental. In this case, \$15/mo times 36 months equal \$540. Dividing \$540 by 23 (36 months minus 13 months) equals \$23.48. The agency would pay \$23.48 per month for the remaining 23 months of the rental for the network connection capability plus any one-time reasonable additional delivery and set-up charges. If network connections are ordered after installation of purchased copiers, charges will include the one-time network connection charge plus any reasonable additional delivery and set-up charges.

**LATE DELIVERY:** Contractor shall complete delivery and installation within thirty (30) days ARO (After Receipt of Order) or within the time specified in Contractor's bid, whichever is less. Contractor shall notify the agency within seven (7) days of receipt of order if delivery cannot be completed as required. Upon receipt of such notice, the State reserves the right to cancel the order and make the purchase or rental elsewhere. If the Contractor fails to deliver the equipment or service as ordered by the State, the Contractor will credit the State with a day of service (rental or maintenance) for each day beyond the initial delivery date that actual delivery occurs. Repeated failure to meet specified delivery requirements may result in Contract termination.

## DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

**FAILURE TO DELIVER:** Contractor shall deliver and install copy machines awarded in this Contract in accordance with all of the terms and conditions herein. Failure to do so may be cause for the termination of the Contract.

**INVOICING:** DO NOT INVOICE THE STATE DIVISION OF PURCHASING. Contractor will invoice the ordering agency. All invoices must list Contract number, manufacturer, model number, serial number, installation location, period covered by the invoice, beginning and ending meter readings and dates, credits for service copies, and base cost plus impression charges (if applicable). Invoices shall be pro-rated for down-time. ALL INVOICES are to be sent directly to the ORDERING DEPARTMENT ONLY. Submission of all invoices whether for product or for service/maintenance is the responsibility of the Contractor. Where authorized by the Contractor and approved by the Division of Purchasing the Contractor's Dealer Representative / Service Provider may submit invoices for products or services and may handle orders, sales, etc. Where Dealer Representative / Service Provider is authorized to accept orders, the Dealer Representative / Service Provider must report all orders, sales, etc. to the Contractor in a timely manner so as to allow the Contractor to include all orders, sales, etc. in the Contractor's Usage Reports.

**MAINTENANCE ASSIGNMENT:** A Contractor may not assign maintenance to any other party without written approval from the State Agency. If maintenance is assigned the Contractor will still bear all liability for maintenance, contract performance compliance, reporting requirements, and other contract terms and conditions.

**METER READINGS:** Meter reading shall be taken by Contractor telephone inquiry and/or a meter card provided by the Contractor. If, through no fault of the Contractor, the meter readings are not received by the fifth working day following month end, Contractor may invoice the State on an "average copy-per-month" basis.

**CREDIT FOR SERVICE COPIES:** Contractor shall make copy credit arrangements to allow for machine malfunction and to compensate for extra meter clicks when service representatives make copies in servicing or repairing the machine. Service personnel shall leave a written report of the number of extra meter clicks required when service is performed.

**DECALS:** Copiers must have a decal or other label indicating the name, address, and telephone number of the service agent. This decal or label shall be kept current. In the event of a service center changing operation location and/or name of service agency and/or phone number, the Contractor must notify the Division of Purchasing within two days of the change. Additionally the Contractor shall be responsible for changing the decal or other label promptly. Brand Names must be clearly displayed on all machines and all Manufacturer's brand name labeled accessories must bear the same brand name as the machine.

**DEMONSTRATIONS OF EQUIPMENT:** Contractors are not obligated under the terms of this Contract to provide on-site copier demonstrations for State Agency review or evaluation. Such demonstrations should be conducted at either the Contractor's location if equipment is available or at another State location with the permission of the applicable State Agency.

**TRAINING:** The Contractor will provide instructional materials and personnel for the training and/or retraining of users of this equipment, at no additional cost to the agency. After installation, but prior to actual operation, a key operator and back-up operator must be trained for each location. Network connection training will also be provided at no additional charge at time of Network Connection. These agency personnel will be trained to efficiently use and operate the equipment. The training be done on-site at the placement locations. Key operator training shall be provided as needed, not to exceed four (4) times per year, per location. A user's manual shall be delivered at time of training. Failure to comply with this requirement shall be considered a default of the Contract.

**TRANSFER:** The State shall have the right to transfer copiers within an agency and from one agency to another agency, within the same city, without loss of earned contract time if there have been changes in usage from that projected initially, (either over or under utilization) which adversely affect copier performance or result in an excessive cost to the agency. It will be the agency's responsibility to find a transfer location. If such a transfer requires movement of the equipment by the Contractor, the Contractor may assess reasonable charges for such activities. The cost of transfer will be paid by the State.

### **INSURANCE**

A. For the duration of the Contract and until all work specified in the Contract is completed, the Contractor shall maintain in effect all insurance as required herein and comply with all limits, terms and conditions stipulated therein. **If requested by the State**, within two (2) weeks after request, the Contractor will provide certificate(s) of the insurance for the coverage required by the State as specified below. There will not be provisions for exceptions to

## DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

this requirement. Failure to provide the certificates of insurance within the two (2) week period may, at the State's discretion, result in cancellation of the Contract. Evidence of such insurance shall consist of a completed copy of the certificate of insurance signed by the insurance agent for the Contractor and returned to the State. If for any reason, any material change occurs in the coverage during the course of this Contract, such change will not become effective until 30 days after the State has received written notice of such change. The amount of such insurance shall be not less than:

- (1) Worker's Compensation Insurance in amounts as required by statute.
- (2) Automobile Liability including non-owned and hired: \$500,000.00
- (3) Commercial General Liability or Comprehensive General Liability Insurance including Contractual Liability: \$500,000.00

B. The certificate must contain a provision that, should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the State, by certified or registered mail, receipt requested.

SUPPLIES: Supplies include all toner, staples, developer and/or any other consumable that is necessary to operate the machine, excluding paper. Supplies for all purchased machines with FSM Maintenance Agreements will be included in the Copy/Impression Charge. Supplies for all rented machines will be included in the Copy/Impression Charge.

ADDITIONS TO THE CONTRACT: During the term of the Contract, new items may be added. The following contract modification procedure and criteria will be followed.

1. Contractors will not add machines unless the added machine is an enhancement or replacement to an existing product on a contract held by that Contractor.
2. The machine Base Rental Cost or Purchase Price may not increase more than a maximum of 5% in the case of any addition or replacement. No price increase will be allowed on additions placed before the first anniversary of the Contract with no more than two (2) increases allowed over the life of the Contract.
3. The machines will only be added if the Administrator of the Division of Purchasing determines they meet the intent of the bid and are in the best interest of the State of Idaho

RECORDS MAINTENANCE: The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor for the costs authorized by this Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

AUDIT RIGHTS: The Contractor agrees to allow State and Federal auditors and State Agency staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

ADMINISTRATIVE FEE: The Contract prices to be bid by the Contractor and paid by State agencies (including political subdivisions) shall include a contract usage administrative fee of one and three-quarter percent (1.75%). The percentage shall represent the State's contract usage administrative fee. No less than quarterly, the Contractor shall remit to the State through its Division of Purchasing, an amount equal to the one and three-quarter percent (1.75%) of the Contractor's net (sales minus credits) quarterly Contract purchases, full service monthly maintenance charges (purchased copiers only), and/or rental revenue. The Copy/Impression Charges ("usage meter clicks") and Supplies are excluded from the requirement for submission of an administrative fee and shall not include the administrative fee in the contract price.

RECORDS/REPORTS: To assist the State in its production planning, quality control, and determination of contract usage, Contractor shall maintain and furnish the State with the following records. **The State reserves the right to cancel any contract after giving the Contractor forty-five (45) days prior written notice of non-compliance in any case where a required quarterly report or administrative fee is not received prior to the last day of the month following the end of the calendar quarter as required.**

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Contractor is required to establish a relational database or other sales tracking system from which to produce regular (quarterly) reports to the State. For each purchase or rental transaction, the Contractor will be able to report at least the following information:

- Agency name
- Agency's Purchase Order number
- Date ordered
- Date Shipped
- Installation address
- Installation/Acceptance Date
- Rental date commencement and Rental period
- Copier Model & serial number
- Purchase Cost or Rental Charge

The Contractor shall provide promptly, prior to the last day of the month following the end of a calendar quarter, to the Division of Purchasing, a detailed summary report of all products that were purchased and/or rented by customers during the previous quarter. The State's administrative fee shall be due at the same time. The Contractor shall provide, upon request, summary reports of the following:

- A summary of items purchased or rented.
- A breakdown, by State Agency and by unit of local government, (i.e., county, school district), of the items purchased or rented.
- A report of backordered products.
- A summary of delivery time (from Contractor's receipt time of customer's order placement to the time of shipment to customer).
- Custom reports that may be requested from time to time by the Division of Purchasing.

The State and Contractor will mutually agree upon the report format.

**PAYMENTS – PURCHASING CARD:** Payments for rental and/or purchases under this Contract may be made by state agencies using the State of Idaho's MasterCard Purchasing Card (Pcard). The Contractor agrees to accept Pcard payments without any additions or surcharges.

### **SPECIAL RENTAL TERMS AND CONDITIONS**

**RENTAL INVOICES:** Rental charges shall be billed on the first day of the month, or on a pro-rated basis from the date of installation to the first day of the following month if installation is not on the first working day of the month. Agencies are to be **billed monthly**, unless otherwise indicated on the Order Form, for the base cost plus the impression/copy charge (if applicable). **Subject to agency approval, Contractor may bill copy/impression charges on a quarterly basis.**

**OWNERSHIP:** It is expressly understood and agreed that any rental orders executed under this Contract are contracts of rental only and that the State by these presents acquires no right, title, or interest in or to the equipment described in the rental order, except those of a user.

**INSURANCE:** The State maintains a program of self-insurance; and the equipment will be insured to the same extent as other property of the State. All Public Liability coverage for the State individually shall be secured by State. Upon written request State shall furnish Contractor satisfactory evidence of such insurance coverage or self-insurance, which evidence shall among other things provide that Lessor receive immediate notice of policy cancellation. All such insurance or self-insurance shall protect, as their interests may appear, the Contractor, the State, any other person having an interest in the equipment, and any person responsible for the use or operation of the equipment.

**DAMAGE TO RENTED EQUIPMENT:** The State shall be responsible for damage to, or loss of, Contractor's rented equipment (which includes accessories in this provision) caused by the negligence of the State, its employees, officers, or agents while the equipment is in the possession and control of the State. This shall include any damage caused to equipment through the use of supplies or accessories not supplied by the Contractor and not meeting the manufacturer's specifications for use with that equipment. Exception: The State shall not be responsible for replacement of damaged parts if damage occurs because of operation during the existence of a malfunction, such as drum damage because of operation with a paper jam. Copiers should be designed not to operate when damage caused by malfunction occurs. Contractor shall be responsible for damage to, or loss of, the equipment caused by the negligence of the Contractor or of the manufacturer and from all other sources.

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**UPGRADES or DOWNGRADES of RENTALS:** If it becomes necessary for an agency to upgrade/downgrade to a higher/lower category band because of an increase/decrease in monthly volume and/or need for additional/fewer features, that upgrade/downgrade may be accomplished as listed below. All upgrades/downgrades will be to machines identified in the contract as contract items:

Upgrade/downgrade(s) with the same Contractor: Agencies may upgrade/downgrade no more than 10% of their existing fleet at the end of each 12-month period commencing with the date of award of the Master Contract. The Agency will pay any negotiated reasonable equipment removal charges associated with current rental. There will be no additional charge for installation of the new machine. A new rental term will begin for the new machine(s). The length of the new rental term will be for either a one-year or a three-year period of time at the appropriate contract prices. Agencies having fewer than ten (10) machines in their fleet will negotiate upgrades with the Contractor. Such negotiated upgrades may be no longer than three (3) years. Agencies desiring to upgrade/downgrade more than 10% of their fleet will negotiate the cost of the additional upgrades/downgrades with the Contractor.

**TERMINATION OF RENTAL:** Rentals may only be terminated for Lack of Funding or for specification non-compliance.

### EQUIPMENT WARRANTY / MAINTENANCE

#### A. RENTAL

The Contractor warrants that all equipment included in the bid when installed will be new and current production and in good working order and the Contractor will make all necessary adjustments, repairs and replacements to correct any defects found upon installation without additional charge. The maintenance of rented machines shall include lubrication and cleaning as necessary, preventative maintenance, and supplies and shall be at the expense of the Contractor. The Contractor shall make all necessary repairs and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications using only the machine manufacturer's specified parts. Contractor will provide the agency a copy of the manufacturer's preventive maintenance schedule within ten (10) working days after receipt of request by the agency. All supplies for a machine shall be supplies recommended or approved by the machine manufacturer for use in that machine.

Rental must include maintenance by a factory authorized service organization that is adequately staffed with factory-trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which a nine (9) working hour response time will be acceptable, (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location.

**Equipment must be delivered and installed with all necessary operating supplies sufficient for a minimum of one (1) month of operation at category maximum volume level (excluding paper).**

Machines shall have a guaranteed up-time of 95% (working hours) during each calendar month, except in **remote** locations for which machine shall have a guaranteed up-time of 85% (working hours) during each calendar month.

The 95% or 85% requirement will be computed as follows:

$$[(\text{Number of available State working days per month}) \times 8] \times 95\% \text{ or } 85\% = \text{Minimum hours available for use.}$$

Downtime is considered to begin upon notification to the Contractor that service is required and ends upon satisfactory restoration of the machine to full working order. It is the responsibility of the Contractor to verify the operability of each machine after repair by obtaining the signature of the key operator with the date and time recorded in a Service Log. This service log shall also list the "cause of breakdown".

1. If a machine does not meet this 95% or 85% requirement during a month, the agency shall only pay for the actual number of usable copies made during the month. Invoices shall also be reduced by one twentieth (1/20) of the monthly charge for each day (or combination of down-time that results in eight hours of down-time being accumulated) which the copier is inoperable unless a back-up machine has been installed.

## DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

2. If a copier cannot be repaired within two consecutive working days, Contractor shall be required, if requested, to supply a like-for-like loaner, copying services, or an equitable pro-rata credit until the repair is completed.

3. If the machine fails to meet the 95% or 85% for two consecutive months, the State may require the Contractor to do a like-for-like replacement of the copier. If the replacement copier fails to meet the 95% or 85% up time requirement for two consecutive months, the balance of the rental may be canceled by the State without penalty or cost to the State.

4. If more than 10% of the rented copiers of a given model fail to meet the 95% or 85% up-time requirement, the State may cancel the copier model from the Contract.

A service log will be included with each machine and must be maintained by the Contractor. The Contractor will fill in the dates and "cause of breakdown". This service log is to be kept in or with the machine.

Should the state determine the cause of the service call to be an operator error or misuse by the State, "downtime" will not be a factor in determining satisfactory machine performance. The Contractor shall be responsible for the loss or damage to the equipment except in cases of deliberate, misuse or abuse by State personnel.

### B. PURCHASE:

The Contractor warrants that all equipment when installed will be new and new current production and in good working order and the Contractor will make all necessary adjustments, repairs and replacements to correct any defects found upon installation without additional charge.

The Contractor shall fully warranty all items furnished hereunder against defects in materials and workmanship for a minimum period of 90 DAYS from date the equipment is accepted by the purchaser. Should any defects in workmanship or materials, except ordinary wear and tear, appear during the warranty period, the Contractor shall repair or replace such items and extend the warranty period for these parts. The warranty shall cover material, labor, and transportation charges, if any. Warranties submitted with the bid, either appearing separately or included in preprinted literature or price lists may be included, but in the event of conflicts the provisions herein take precedence.

**Installation must include all necessary operating supplies sufficient for a minimum of one (1) month of operation at category maximum volume level (excluding paper).**

**Full Service Maintenance contracts (FSM as defined herein), if purchased at time of initial order, will commence upon date of installation/acceptance.**

FSM Maintenance Contracts shall include the replacement of the machine's photo-conductor (drum), masters, and other transfer materials. The Contractor shall make all necessary repair and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications. Maintenance services shall also include but not be limited to lubrication and cleaning as necessary and preventative maintenance and must include maintenance by a factory authorized service organization which is adequately staffed with factory trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which nine (9) working hour response time will be acceptable (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location.

The Contractor will provide and maintain a service log for each machine. The Contractor will fill in the dates and "cause of breakdown" at every service call. This service log is to be kept with the machine.

Services not included in the Full Service Maintenance are repairs resulting from causes other than normal use and/or deliberate misuse or abuse by State personnel.

The FSM monthly cost and Copy/Impression Charge are **guaranteed amounts** the users of this contract will pay on all purchases of equipment for three-year period, beginning with delivery and acceptance of equipment in those cases where a Full Service Maintenance Agreement is purchased.

Maintenance prices following the initial three-year period may not increase more than 5 percent per year.

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Vendor must guarantee the ability to maintain this equipment in all aspects for a minimum of five years. After that five year maintenance price protection expires, maintenance prices may not exceed published general services administration (GSA) prices or the Contractor's best published price.

### **NEW CURRENT PRODUCTION:**

Equipment offered for rental and/or purchase shall be new current production model plain bond paper digital printers/copiers.

Any model that is announced by the manufacturer as discontinued on or before the bid due date will not be considered. All equipment and equipment options and add-ons (excluding software interfaces for network connectivity or network printing options) will be original equipment manufacturer.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications and supplemental specifications as to any detail, or the apparent omission from them of a detailed description concerning any point shall be regarded as meaning that only best commercial practice is to be used. Any exception to these specifications may be cause for rejection.

The equipment supplied must include the features, characteristics and operational requirements described by the minimum specifications as outlined under each Volume Category line item. Agencies may also choose to add some accessories and/or connectivity requirements to the basic machine. All accessory pricing must be bid so that these items can be added to or subtracted from the machine cost. All prices listed for accessories must include installation, removal and maintenance costs if applicable. There are also "OTHER ACCESSORIES." These Other Accessories may not state or describe a particular item or function. They are an opportunity to make available features that are not already listed or enhancements of existing features. The prices for these "Other Accessories" shall also include installation, removal and maintenance costs. The "Other Accessories" will become a part of the contract but their prices will not be a part of the bid evaluation.

**Categories 1-A, 1-B & 2 machines must be capable of being connected for a Single User Set-up.**

**All stand-alone digital equipment in Categories 3 and above must be Network Ready - must be able to connect to a 10/100 ethernet Local Area/Wide Area Network.**

All connected machines must be able to support NETWARE 3.X, 4.X, 5.X, or greater, WINDOWS 2000 NT4.X, NT5X and Windows 2000, XP, and Server 2003. Supported client personal computers must include WINDOWS 95, 98, 2000 AND NT. Drivers must be included with each Machine. Contracted vendor must be able to support HP-PCL Level 5 or greater.

### CONNECTIVITY Services for Digital Copiers

#### **1) Single User Set-up**

For single users the Contractor will provide the following services:

- Pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality.
- Install the printer driver onto the computer system with a direct (non-network) connection to a single PC or MAC workstation using the proper Customer supplied cable.
- Load Print driver software onto the workstation.
- Print a standard test page.
- Train workstation operator on the operation of the system as a printer.

#### **2) Network Printer Set-Up**

- Pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality.
- Verify proper network settings, print queue configuration, and set-up.
- Install the printer driver onto the computer system with a connection to the customer's network. The end user will provide the network cabling with the proper connectors and an active designated network interface port using the standard network cable supplied with the network ready machine. This connection to the network involves the end-user's own Network Administrator.
- Load printer driver software on local office workstations. Provide training to local State Agency support personnel how to add additional users.
- Print a standard test page.
- Advise Network Administrator on the operation of the system, if requested.



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### 3) Agency Responsibility

- To ensure data integrity will not be jeopardized, Contractor personnel will only provide hardware or software installation, configuration and troubleshooting given the following criteria are met:
- End user will provide a complete network backup prior to the start of installation work by Contractor personnel.
- End user will ensure that Current virus software has been run on all necessary disk drives and workstations to ensure there are no existing viruses.

#### SOFTWARE:

All digital copiers must be fully equipped with all necessary software. As long as a machine is under rental or on a maintenance contract, all future software upgrades for fixes and minor enhancements must be furnished and installed free of charge. Software upgrades that add new functions may be added at a negotiated cost only with the permission of the agency. **Contractor will inform customer of availability of patches, fixes and upgrades, etc.**

#### ELECTRICAL SPECIFICATIONS:

Each copier shall be equipped with an OSHA approved three-wire cord and ground conductor plug (3 prong) and an external ELECTRIC SURGE PROTECTOR and/or an INTERNAL ELECTRIC SURGE PROTECTOR. Each copier shall be properly grounded at time of and as a part of installation.

**Special installation costs such as changing of standard face-plates, dedicated lines or higher voltage requirements will be borne by the Contractor for Categories 1, 2 & 3. Categories 1, 2 & 3 MUST NOT REQUIRE A DEDICATED LINE.**

Any special voltage/amperage electrical requirements higher than 110/115 Volt – 20 Amp service for Categories 4 and above will also be **borne by the Contractor**. If a dedicated line for 110/115 –20 Amp service is required for copiers in Categories 5 and above, its installation and cost will be **borne by the State**.

The type, size, prong configuration of the electrical plug and power source requirement shall be specified by the bidder for each copier that is bid. **(Please use the appropriate place on the bid schedules.)**

UL APPROVAL: Equipment must have an Underwriters Laboratory (or equivalent) approval number at date of bid opening. Approval seal must be affixed on each machine.

ADDITIONAL ELECTRICAL OUTLET FOR COLLATOR: If an additional electrical outlet is required for a collator and no additional outlets exist at the agency location, it will be the Contractor's responsibility to provide same.

#### GENERAL REQUIRED FEATURES:

- Category 1-A, 1-B & 2 machines must be Network Capable.
- Category 3 - 6 machines must be Network Ready.
- Category 3 - 6 machines must include trayless automatic duplexing.
- All machines must be suitable for use with Xerographic dual-purpose bond paper, Premium No. 4 Sulphite.

Unless otherwise modified by the SPECIAL REQUIRED FEATURES listed on the applicable Category Bidding Schedule, **all machines bid for purchase and/or rental for Categories 2 - 6 must have the following minimum General Required Features:**

1. Must have a fixed platen.
2. Must be able to reproduce onto office letterhead, colored or specialty papers, and other preprinted stock.
3. Must be able to cleanly and legibly reproduce images off a full range of colored backgrounds.
4. Must have a non-resettable copy counter.
5. Must have a touch screen display (Category 3 –6 only).
6. Must have minimum copy selection capability up to ninety-nine (99) copies.
7. Must have electronic **rotate & sort** or offset sorting.
8. Must have Scan once Print Many technology.
9. Document handler scan rate must maintain at least 80% of the category required minimum print speed.
10. Must have minimum scan resolution of 400 DPI, 256 gradations.
11. Must have minimum print resolution of 600 dpi, 256 gradations.
12. Must include a stand/cabinet if not a console model.
13. Copy size range of 5 ½ " x 8 ½" to 11" x 17" (8 ½ x 14 for Category 2, only).

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14. Separate paper trays for 8 ½ x 11 and 8 ½ x 14 stock or dual paper trays with a paper size selection feature.
15. Must have Automatic paper selection.
16. Must have Automatic reduction and enlargement, minimum **50-200%** in 1% increments. Must be able to reduce without changing paper trays or the operator changing the position of the paper in the paper tray. Copy board must handle originals to 11 x 17".
17. Must have a straight through feed via bypass.
18. Must have automatic contrast control.
19. Must have automatic paper supply switching.
20. Must allow copying onto labels and transparencies.
21. Must have the ability to book copy.
22. Must have Photo Mode.
23. Must be capable of being connected to a State Agency Network: Ethernet, Appletalk, and/or Token Ring (This requirement not applicable for **Category 2** machines).
24. Automatic document feeders must maintain at least 80% of the machine's rated speed. Automatic duplex units must maintain at least 70% of the machine's rated speed. Document feeders productivity shall be as listed in BLI under 1:1 speed productivity for 10 sets. Automatic duplexing productivity shall be as listed in BLI under 2:2 speed productivity for 10 sets. (This requirement not applicable for **Category 2** machines).
25. Must have trayless, stackless automatic duplexing (**Categories 3-6**)

### DEFINITION OF TERMS:

**BASE RENTAL COST:** The base rental cost per month for rental of machines in each category exclusive of any copies / impressions. The cost for impressions/copies will be a separate COPY/IMPRESSION CHARGE.

**COPY/IMPRESSION CHARGE: RENTED MACHINES:** The unit cost per impression for service and supplies for **ALL IMPRESSIONS** for rented machines. **For a specific machine this cost must be the same unit cost for ALL impressions.** This cost to include all service, routine and preventative maintenance, and all supplies (toner, staples, developer, fuser oil, drums, etc., (excluding paper and after-hours service). Contractors will provide copier supplies and services at the point of use. Agencies are **NOT** to be billed for bulk supplies for the rented copiers. Agencies may require that the Contractor provide one (1) month's supply of toner and staples for all equipment categories in which that particular agency has acquisitions. There will be no additional charges for this service. If an agency requires additional copier supplies (excluding paper) exceeding a one-month average volume (based upon a historic six month average copy volume), the agency may be required to prepay to the Contractor the applicable Copy/Impression Charges. Contractor is to bill Copy / Impression Charges monthly. Contractor may bill quarterly subject to approval by the agency.

**MAINTENANCE COSTS:** Rented Equipment. All costs associated with the Copy/Impression Charge.

**PURCHASE PRICE:** The price to any agency for outright purchase. Does not include maintenance or supplies. (NOTE: for purposes of bid evaluation, the State will add one-half the total of the bidder's Required Options prices in order to include the price of the options in the bid evaluation.)

**COPY/IMPRESSION CHARGE: PURCHASED MACHINES** with FSM (Full Service Maintenance): The unit cost per impression for **ALL impressions regardless of volume.** **For a specific machine this cost must be the same unit cost or ALL impressions.** Includes all additional service and routine and preventative maintenance (over and above that covered under the FSM) and all supplies except paper, but excludes after-hours service. The cost of supplies (toner, staples, developer, fuser oil, etc.), excluding paper, is to be included in the Copy/Impression Charge if FSM is purchased by the agency. Contractors will provide copier supplies and services at the point of use. Agencies are **NOT** to be billed for bulk supplies for Purchased copiers. Agencies may require that the vendor provide one (1) month's supply of toner and staples for all equipment categories in which that particular agency has acquisitions. There will be no additional charges for this service. If an agency requires additional copier supplies (excluding paper) exceeding a one-month average volume (based upon a historic six month average copy volume), the agency may be required to prepay to the Contractor the applicable Copy / Impression Charges. Contractor must bill Copy/Impression Charges monthly (Contractor may bill quarterly subject to approval by the agency).

**FULL SERVICE MAINTENANCE (FSM) MONTHLY CHARGE FOR PURCHASED EQUIPMENT:** Does not include any Copy/Impression Charge or any MINIMUM number of estimated Copies. Full Service Maintenance contracts purchased at the same time as the machine are to commence upon the date of installation/acceptance of that machine. Full Service Maintenance (FSM) Monthly Charge is to include lubrication and cleaning, routine and

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preventative maintenance, travel, labor, and materials (including all replacement parts, masters, drums, and like image transfer materials). **All routine and preventive maintenance to be completed at the Manufacturer's recommended intervals using manufacturer's specified parts replaced at manufacturer's recommended intervals.** FSM Monthly Charge EXCLUDES all supplies (toner, staples, developer, fuser oil, etc.) and after hours service. Supplies, excluding paper, will be included in the Copy Charge.

**PREVENTATIVE MAINTENANCE** Preventative maintenance will be based upon the specific needs of the individual machine as determined by the equipment manufacturer **using manufacturer's specified parts replaced at manufacturer's specified intervals.** Preventative maintenance will include lubrication, necessary adjustments and replacement of parts including drums.

**INSTALLATION CHARGE:** **Prices bid must include the cost for delivery and installation of the equipment to any State Agency.** If there is a charge for delivery and/or installation, it must be included in the price bid.

**REMOVAL CHARGE:** **Prices bid must include the cost for de-installation and removal of the equipment at the end of the rental.** If there is a removal charge it must be included in the price bid.

**REMOTE LOCATION** Remote location shall be defined as any location more than fifty (50) miles distant, one way, from the following major Idaho cities:

Coeur d'Alene  
Lewiston

Boise  
Twin Falls

Pocatello  
Idaho Falls

**SUPPLIES:** All supplies (**toner, staples, developer, fuser oil, etc.**) necessary for operation of the machine, excluding paper. **All supplies must be manufacturer's recommended or approved supplies for the applicable model.**

**NEW** New means machines that have not been used previously and are being actively marketed by the Contractor. The equipment may contain new, recycled, or recovered parts that have been reprocessed to meet the manufacturer's new equipment standards. This installation must have the State of Idaho as its first customer and must be a new serial number, not previously installed. The term "new" does NOT include machines designated as "Factory-Produced New Model" as that term is defined in the current issue of BLI. Copiers that have been previously in use in any manner (rentals, demonstrators, trial units, etc.) that have been converted to new models or previous model copiers to which additional features have been added are not considered new.

**NEW CURRENT PRODUCTION:** New current production shall mean: (1) produced by the manufacturer within the last six (6) months prior to the bid opening; (2) has not formally been discontinued; and (3) service and parts must be available for a minimum of three (3) years following installation.

**MANUFACTURER:** Manufacturer is the maker of the machine even if the machine is labeled and sold under other names. Any machine listed by BLI as "Also sold as -- other brand / model" will be considered to be the same machine as the referenced other brand / model.

**NETWORK READY:** Shall include all necessary Software, Hardware, Network Interface Card (Ethernet), Drivers and standard cabling to allow for multiple user access via a local area / wide area network and print to the device. Category 3 and above machines must be delivered and installed network ready unless otherwise specified by the agency. Installation / Connection to the network is not included.

**CONNECTIVITY DEADLINE:** If a State Agency or any other authorized user of this contract chooses to purchase connectivity, that equipment must be fully connected and functional to the satisfaction of the user within **30 Days** after issuance of the order for connectivity.

The following definitions are offered for clarification, if applicable:

**ACCOUNT-OR SYSTEMS™:** Accountor Systems, P.O. Box 7166, Westchester, IL 60154, Phone (708)343-2522.

**AUTOMATIC DUPLEXING 1:2, 2:2 & 2:1:** 1:2, Machine allows the operator to produce two-sided copies from one-sided originals without set-up (other than programming) and in a continuous operation performed without intervention. 2:2, Machine allows the operator to produce two-sided copies from two-sided originals without set-up (other than programming) and in a continuous operation performed without intervention. 2:1, Machine allows the

## DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

operator to produce one-sided copies from two sided originals without set-up (other than programming) and in a continuous operation performed without intervention.

**AUTOMATIC CONTRAST CONTROL:** A control that automatically adjusts the lightness and darkness of copy images.

**REVERSING AUTOMATIC DOCUMENT FEEDER (RADF):** A document feeding device that automatically reverses and inverts two-sided originals to copy each side.

**BOOK COPY:** Copying two single copies (one of each page) from a book or other bound document that is spread on the platen.

**BYPASS:** Enabling the operator to manually feed multiple sheets of media into the machine. This is used for printing multiple sheets of paper, transparencies or labels.

**NETWORK CAPABLE (Categories 1-A, 1-B & 2):** The machine includes all necessary hardware & software to enable it to be wired/cabled to a State network (Network Interface Card and cabling to be purchased separately).

**COPIES PER MINUTE/PAGES PER MINUTE:** Up to and including the highest number of one-sided letter size (8 ½ x 11) copies produced at the end of a one-minute production cycle not including the first time copy. The following methods may be applied as appropriate: Copying a single original from the exposure platen, thereby producing a certain number of multiple copies during the timed interval or; timing the copying process of a selected multiple original productivity cycle while utilizing the document feeder.

**DIGITAL COPIER:** A copier that incorporates a digital scanner to digitize the image, store the image in memory and produce copies from the memory. Digital copiers use "SCAN ONCE, PRINT MANY" technology.

**FINISHER:** The capability to automatically deliver, staple, and stack copied sets into the output tray.

**JOB PROGRAMMING:** This feature allows the operator to program sequences of instructions needed to execute a complicated copying job so that the operator can set it all in motion whenever wanted at the press of just one or two buttons.

**LARGE CAPACITY TRAY/CASSETTE (LCT/LCC):** An option to increase the paper capacity of the copier. It will usually hold 1,000 sheets or more.

**PCL:** Printer Control Language.

**PHOTO MODE:** A feature that enhances the ability of a copier to copy halftones or photographs.

**SCAN ONCE, PRINT MANY:** The ability to scan originals once into the memory of the machine and print as many copies as required from the machine's memory.

**STAPLER / STITCHER:** A mechanism which staples or stitches each copy set without operator intervention.

## BIDDING SCHEDULE

- 1) **Pre-Payment Billing:** At the option of the agency, Bidder may provide for pre-payment of fixed monthly costs (minus over-run). Is there a discount for pre-payment of fixed monthly costs (minus over-run) for quarterly; semi-annual, and annual billing for both rentals or maintenance of purchased copiers?

PLEASE CIRCLE ONE: YES ☐ NO ☒

If yes, what is the pre-payment discount?

QUARTERLY \_\_\_\_\_% SEMI-ANNUAL \_\_\_\_\_% ANNUAL \_\_\_\_\_%

- 2) **Combined Billing:** At the option of a State Agency, Bidder may combine billing for all of that particular agency's machines. If so, all that agency's machines (including additions during the billing cycle) are to be itemized on the same billing. Can you provide Agency Combined Billing capability?

PLEASE CIRCLE ONE: YES ☒ NO ☐

If yes, please describe the process, minimum requirements, and any limitations.

Agency must notify us. They would like consolidated invoices. Must have same Bill to Address for all units. We would require model and serial numbers for all equipment to be combined.

- 3) **Billing for Copy/Impression charges, Rental charges, and Full Service Maintenance charges:** The Contractor is required to bill monthly or as otherwise agreed by both parties.

### BIDDER CHECKLIST

Bidders are required to respond with a SEALED MANUAL BID.

Have you included the following items documents with your bid?

1. Manually signed Invitation to Bid page with an original (not photocopied) signature for each bid being submitted.
2. Acknowledgement of any Addendums as required
3. Certification/Authorization from Manufacturer
4. Dealer Representative/Service Provider for all Major Idaho City Areas
5. Brochures/Specifications for models bid
6. Completed Revised Bidding Schedules for all Areas being bid
7. This Page

Yes

☒ ☒ ☒ ☒ ☒ ☒ ☒  
-4 Manufacturers Bid.

**PUBLIC AGENCY CLAUSE:** Contract prices shall be extended to other "Public Agencies" as defined in Section #67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

Question: Will you honor this Public Agency clause? YES ☒ or NO ☐

BIDDER (COMPANY) NAME: Sharp Electronics Corporation

## BIDDING SCHEDULE

### BIDDER INFORMATION

BIDDER (Company) Name: Sharp Electronics

List the Dealer Representative/Service Provider for each Major Idaho City Area. (Bidder may list more than one for any City if they wish to do so). Make additional copies of this form, complete and return them if additional Dealer Representative/Service Providers are to be included.

#### Area B, Boise:

Name: Boise Office Equipment Brand: Sharp  
Address: 10009 W Emerald Boise ID  
e-mail: tmeachum@boeweb.com  
Telephone No. 208-377-3800 Facsimile: 208-377-1048

#### Area B, Twin Falls:

Name: Magic Valley Business Brand: Sharp  
Address: 393 Eastland Dr South Twin Falls ID  
e-mail: terry@mubs.net  
Telephone No. 208-734-6161 Facsimile: 208-734-6195

# PURCHASE BIDDING SCHEDULE

CATEGORY 1-A: MONTHLY VOLUME RANGE - 0 to 1,500

## SPECIAL REQUIRED FEATURES:

1. Must have copy and print speed of TEN (10) per minute.
2. Must have Scan once Print many technology.
3. Resolution: 400 dpi Scan, 400 dpi Print.
4. Must have a single sheet Bypass or Bypass tray.
5. Must have 250 sheet paper capacity.
6. Must have copy selection capability up to 99 copies.
7. Must have a non-resettable copy counter.
8. Must have a fixed platen.
9. Must have a Stand/Cabinet.
10. Zoom Lens
11. Must Use electrical facilities of a standard (not dedicated) 110/115 volt outlet.  
Special installation costs such as changing face plates, dedicated lines or higher voltage requirements will be borne by the Contractor.
12. Ability to copy printed material onto 8-1/2" x 11" and 8-1/2" x 14" stock.
14. Memory: Must scan into memory at least 20 pages.

## Bidder Description, Comments/Exceptions

Speed: 16 pages per minute  
Yes  
600 DPI  
 Describe: 50 Sheet Bypass  
 Total Capacity: 300 sheets  
Yes  
Yes  
Yes  
Yes  
 Describe Zoom: 25 % to 400 %  
Yes  
Yes  
Yes

BIDDER: Sharp Electronics

AREA(S) Bidding: B X

(See Attached Area Map)

BRAND / MODEL: Sharp 1AR-1685

RATED SPEED: 16 CPM

DELIVERY: 30 days ARO

1. Purchase Price: \$ 1062.00 WARRANTY PERIOD: 90 days

2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>10.00</u> /Mo.	\$ <u>12.00</u> /Mo.	\$ <u>12.00</u> /Mo.
Second Year	\$ <u>10.00</u> /Mo.	\$ <u>12.00</u> /Mo.	\$ <u>12.00</u> /Mo.
Third Year	\$ <u>10.00</u> /Mo.	\$ <u>12.00</u> /Mo.	\$ <u>12.00</u> /Mo.

COPY CHARGE (Includes Supplies): \$ .002 / per Copy.

3. Electrical Plug and Power Source Requirement: 110/115 volt outlet

(Category 1-A, Purchase - continued on next page.)

# PURCHASE BIDDING SCHEDULE

**CATEGORY 1-A: MONTHLY VOLUME RANGE - 0 to 1,500**

(Continued from previous page.)

**BIDDER:** Sharp Electronics

Any Other Additional Costs (Describe): \$ 0  
N/A

**REQUIRED ACCESSORIES: NOTE** – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert **"INCLUDED"** or **"INCL."** Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	PRICE	FSM Maintenance. Price per Month
1. Parallel Print (Single User) Connection or similar	\$ <u>INC</u>	\$ <u>0 INCL</u> /Month
2. NETWORK CONNECTION		

	PRICE
Token Ring:	\$ <u>500.00</u> (One Time Cost)
Ethernet:	\$ <u>125.00</u> (One Time Cost)
Appletalk:	\$ <u>555.00</u> (One Time Cost)

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	PRICE	FSM Maintenance. Price per Month
Dual paper trays with a paper size selection feature <u>D16</u>	\$ <u>112.00</u>	\$ <u>2.00</u> /Month

Describe Trays: 250 Sheet Additional Paper tray.

Cat # / Description: <u>05130</u> / <u>1.5 Amp Power Filter</u>	\$ <u>104.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>FX9</u> / <u>1 Fax Expansion Kit</u>	\$ <u>371.00</u>	\$ <u>12.00</u> /Month
Cat # / Description: <u>150ABD</u> / <u>Deluxe Stand</u>	\$ <u>13.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>NB2N</u> / <u>Network Full Color Scanner</u>	\$ <u>385.00</u>	\$ <u>12.00</u> /Month
Cat # / Description: <u>/</u>	\$ <u></u>	\$ <u></u> /Month
Cat # / Description: <u>/</u>	\$ <u></u>	\$ <u></u> /Month
Cat # / Description: <u>/</u>	\$ <u></u>	\$ <u></u> /Month
Cat # / Description: <u>/</u>	\$ <u></u>	\$ <u></u> /Month



**CATEGORY 1-B: MONTHLY VOLUME RANGE - 1,501 to 3,000**

**Bidder Description,  
Comments/Exceptions**

- Speed: 16 pages per minute  
Yes  
Resolution: 600 DPI  
ADF Capacity: 30 sheets  
Describe: 50 Sheet Bypass  
Total Capacity: 300 sheet Capacity.  
Yes  
Yes  
Yes  
Yes  
voltage outlet.  
d lines or  
Yes  
Yes  
Yes  
Yes  
Yes

(See Attached Area Map)

(Category 1-B, Purchase, continued on next page.)

## PURCHASE BIDDING SCHEDULE

## CATEGORY 1-B: MONTHLY VOLUME RANGE – 1,501 to 3,000

(Continued from previous page)

Any Other Additional Costs \$ 0Describe: N/A

**REQUIRED ACCESSORIES: NOTE** – Failure to provide and price the following Required Accessories may result in rejection of the bid. DO NOT include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert **"INCLUDED" or "INCL."** Unit Prices must include **installation and Full Service Maintenance, where applicable.** NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	PRICE	FSM Maintenance. Price per Month
1. Parallel Print (Single User) Connection or similar	\$ <u>INC</u>	\$ <u>INC</u> /Month
2. NETWORK CONNECTION		

	PRICE	
Token Ring:	\$ <u>500.00</u>	(One Time Cost)
Ethernet:	\$ <u>125.00</u>	(One Time Cost)
Appletalk:	\$ <u>555.00</u>	(One Time Cost)

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	PRICE	FSM Maintenance. Price per Month
Additional Capacity paper trays	\$ <u>112.00</u>	\$ <u>2.00</u> /Month

Describe: D16 250 Sheet Additional Paper tray.

Zoom lens - Percentages: <u>25</u> % to <u>400</u> %	\$ <u>INC</u>	\$ <u>0</u> /Month
Single sheet by-pass or a by-pass tray.	\$ <u>INC</u>	\$ <u>0</u> /Month

Describe: 50 Sheet Bypass

Cat # / Description: <u>D5130 / 15 Amp Power Filter</u>	\$ <u>104.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>FY9 / Fax Expansion Kit</u>	\$ <u>371.00</u>	\$ <u>12.00</u> /Month
Cat # / Description: <u>150ABD / Deluxe Cabinet</u>	\$ <u>13.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>NG2N / Network Color Scanner</u>	\$ <u>385.00</u>	\$ <u>12.00</u> /Month
Cat # / Description: <u>/</u>	\$ <u>/</u>	\$ <u>/</u> /Month
Cat # / Description: <u>/</u>	\$ <u>/</u>	\$ <u>/</u> /Month
Cat # / Description: <u>/</u>	\$ <u>/</u>	\$ <u>/</u> /Month

# PURCHASE BIDDING SCHEDULE

## CATEGORY 2 - MONTHLY VOLUME RANGE - 3,001 to 7,500

**General Required Features:** Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum **General Required Features** as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

### SPECIAL REQUIRED FEATURES:

### Bidder Description, Comments/Exceptions

- 1 Copy/print speed: TWENTY (20) or more per minute.
- 2 Sources: Minimum 2 x 250; Minimum total capacity 550
- 3 Bypass tray with 50 sheet minimum capacity.
- 4 Offset catch tray, minimum capacity 200 sheets.
- 5 **ADF with 40 sheet capacity**
- 6 Zoom Lens, Minimum 50%-200%
- 7 Electronic Copy Auditing Control, minimum 50 Accounts
- 8 Must scan to memory a minimum of 60 pages.
- 9 **Minimum: Must allow manual duplex by user**

Speed: 20 pages per minute  
 Describe: 2x250 + 100 Bypass 600 total  
 Capacity: 100 sheets  
 Capacity: 250 sheet  
 Capacity: 40 sheets  
 Percentages: 25 % to 400 %  
 # of Codes: 50  
 Memory: 80 pages  
Automatic Duplexing.

BIDDER: Sharp Electronics

AREAS Bidding: B X

(See Attached Area Map)

BRAND / MODEL: Sharp ARM205

RATED SPEED: 20 CPM

DELIVERY: 30 days ARO

1. Purchase Price: \$ 2381.00 WARRANTY PERIOD: 90 days.

2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.
Second Year	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.
Third Year	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.	\$ <u>15.00</u> /Mo.

COPY CHARGE (INCLUDES SUPPLIES): \$ .008 / per Copy.

3. Electrical Plug and Power Source Requirement: 110/115 volt outlet

(Category 2, Purchase - Continued on next page.)

## PURCHASE BIDDING SCHEDULE

## CATEGORY 2 - MONTHLY VOLUME RANGE - 3,001 to 7,500

(Continued from previous page)

BIDDER: Sharp ElectronicsAny Other Additional Costs \$ 0Describe: N/A

**REQUIRED ACCESSORIES: NOTE** - Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	PRICE	FSM Maintenance. Price per Month
1. Parallel Print (Single User) Connection or similar	\$ <u>INC</u>	\$ <u>INC</u> /Month
2. NETWORK CONNECTION		
Token Ring:	\$ <u>500.00</u> (One time cost)	
Ethernet:	\$ <u>125.00</u> (One time cost)	
Appletalk:	\$ <u>555.00</u> <i>Without Finisher</i> \$ <u>1130.00</u> <i>With Finisher</i> (One time cost)	
3. Finisher that will make 15 sheet sets with one place stapling, 300 sheet capacity, Sizes 5 1/2 x 8 1/2 to 11 x 17. * AR237/FMSN/cabinet.	\$ <u>1392.00*</u>	\$ <u>0</u> /Month

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

Memory Upgrade \$ INCL (One Time Cost)Describe: Function Upgrade Kit Additional 16 MB.

Automatic Duplex	\$ <u>INC</u>	\$ <u>0</u> /Month
Coin-op: Must be compatible with newest US Currencies	\$ <u>N/A</u>	\$ <u>0</u> /Month
Cat # / Description <u>D5130 1 Power Filter</u>	\$ <u>104.00</u>	\$ <u>0</u> /Month
Cat # / Description <u>NB2N 1 Expansion Kit Scanning</u>	\$ <u>385.00</u>	\$ <u>7.00</u> /Month
Cat # / Description <u>D24 1 250 sheet paper feed</u>	\$ <u>248.00</u>	\$ <u>7.00</u> /Month
Cat # / Description: <u>D25 1 500 sheet paper feed</u>	\$ <u>429.00</u>	\$ <u>7.00</u> /Month
Cat # / Description: <u>205ABD4 Stand</u>	\$ <u>72.00</u>	\$ <u>0</u> /Month
Cat # / Description <u>205ABD4 Stand</u>	\$ <u>76.00</u>	\$ <u>0</u> /Month

Cat # / Description:	<u>2</u> 1 NS2 Network Scanning	\$ <u>604.00</u>	\$ <u>10.00</u> /Month
Cat # / Description:	<u>2</u> 1 237 ABL Stand	\$ <u>106.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>2</u> 1 237 ABH Stand	\$ <u>106.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>2</u> 1 D21 500 Sheet P.F.	\$ <u>324.00</u>	\$ <u>2.00</u> /Month
Cat # / Description:	<u>2</u> 1 D22 1000 Sheet P.F.	\$ <u>429.00</u>	\$ <u>2.00</u> /Month

# PURCHASE BIDDING SCHEDULE

## CATEGORY 3 - MONTHLY VOLUME RANGE - 7,501 to 15,000

**General Required Features:** Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum **General Required Features** as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

### SPECIAL REQUIRED FEATURES:

- 1 Copy/print speed: Thirty (30) or more per minute.
- 2 Tray-less automatic duplex
- 3 Electronic sorting.
- 4 Bypass tray with 50 sheet minimum capacity.
- 5 RADF up to 11 x 17 with minimum 50 sheet capacity.
- 6 Sources: Minimum 3, Minimum total capacity 2050
- 7 Zoom Lens:
- 8 Electronic Copy Auditing Control, minimum 50 Accounts
- 9 Quantity Indicator up to at least 999
- 10 Finisher: Offset, with ability to unload while operating; 300 sheet capacity;  
30 sheet sets with one-place stapling, Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11,  
and 20 sheet sets for sizes 8 1/2 X 14 to 11 x 17.
- 11 Memory: Must scan into memory at least 100 Pages.
- 12 Ethernet Network ready

### Bidder Description, Comments/Exceptions

Speed: 35 pages per minute  
Yes  
Yes  
Capacity: 100 sheets  
Capacity: Yes  
Describe: 3100 Sheets 4 Sources.  
Describe: 25 % to 400 %  
# of Codes: 500  
Quantity: 999  
Describe Finisher: meets Spec per Addendum #3  
Memory Capacity: Yes  
Yes

BIDDER: Sharp Electronics

AREAS Bidding: B X (See Attached Area Map)

BRAND / MODEL: Sharp A 1 AR M350

RATED SPEED: 35 CPM DELIVERY: 30 days ARO

1. Purchase Price: \$ 5425.00 WARRANTY PERIOD: 90 days
- 1-b Price (not Ethernet Network Ready): \$ 5300.00
2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.
Second Year	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.
Third Year	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.	\$ <u>20.00</u> /Mo.

COPY CHARGE (INCLUDES SUPPLIES): \$ .0052 / per Copy.

3. Electrical Plug and Power Source Requirement: 110/115 volt outlet.

(Category 3, Purchase - Continued on next page)

## PURCHASE BIDDING SCHEDULE

## CATEGORY 3 - MONTHLY VOLUME RANGE - 7,501 to 15,000

(Continued from previous Page)

BIDDER: Sharp ElectronicsAny Other Additional Costs: \$ 0Describe: N/A

**REQUIRED ACCESSORIES:** Price the following accessories. Include any extra costs for Full Service Maintenance (FSM), if applicable, and installation. If Items 2, 3, 4, or 5 are included with the machine as bid on the previous page please indicate by inserting "INCL." NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

- |  | PRICE                            | FSM Maintenance.<br>Price per Month |
|--|----------------------------------|-------------------------------------|
| 1. Without Finisher – i.e., Price without required Item # 10, Above:   | \$ <u>4690.00</u>                | \$ <u>same</u> /Month               |
| 2. Finisher, offset, minimum 1000 sheet capacity; ability to unload while operating; 30 sheet sets with <u>multiple-position stapling</u> ; sizes 8 1/2 x 11 and 20 sheets for 8 1/2 X14 to 11 x 17.   | \$ <u>1,598.00</u>               | \$ <u>INCL</u> /Month               |
| Describe Finisher: <u>3 position + Bookstaple + Saddle Stitch all sizes.</u>   |                                  |                                     |
| 3. Large Capacity Tray, Minimum 1500 sheets 20# Bond   | \$ <u>INCL</u>                   | \$ <u>INCL</u> /Month               |
| Describe Tray: <u>2000 + 500 Sheet paper Deck</u>  |                                  |                                     |
| 4. Ethernet, Network Connection actions only   | \$ <u>0</u> (One Time Cost)      |                                     |
| The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection. |                                  |                                     |
| Token Ring, Network Ready & Network Connection:  | \$ <u>500.00</u> (One Time Cost) |                                     |
| Appletalk, Network Ready & Network Connection:   | \$ <u>788.00</u> (One Time Cost) |                                     |
| 5. Upgrade memory (Scan into memory 100 additional pages)  | \$ <u>INCL</u> (One Time Cost)   |                                     |
| Describe: <u>500 Page Memory</u>   |                                  |                                     |

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

- |  | PRICE              | FSM Maintenance.<br>Price per Month |
|--|--------------------|-------------------------------------|
| Scan to: E-Mail, File (TIFF, PDF), FTP, I-Fax    | \$ <u>1,322.00</u> | \$ <u>10.00</u> /Month              |
| Faxing Option (Walk-up Fax)                      | \$ <u>801.00</u>   | \$ <u>10.00</u> /Month              |
| Cat # / Description: <u>M51 Mailbox Stacker</u>  | \$ <u>583.00</u>   | \$ <u>2.00</u> /Month               |
| Cat # / Description: <u>PN18 13-hole Punch</u>   | \$ <u>384.00</u>   | \$ <u>2.00</u> /Month               |
| Cat # / Description: <u>T93 1 Left side tray</u> | \$ <u>34.00</u>    | \$ <u>0</u> /Month                  |
| Cat # / Description: <u>HD3 156B Hard drive</u>  | \$ <u>525.00</u>   | \$ <u>0</u> /Month                  |

Cat # / Description:	<u>3</u> / <u>MM9 for Memory Expansion</u>	\$ <u>105.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>3</u> / <u>FR11 Data Security Kit</u>	\$ <u>265.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>3</u> / <u>DS130 Power Filter</u>	\$ <u>104.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>      </u> / <u>      </u>	\$ <u>      </u>	\$ <u>      </u> /Month
Cat # / Description:	<u>      </u> / <u>      </u>	\$ <u>      </u>	\$ <u>      </u> /Month



# PURCHASE BIDDING SCHEDULE

## CATEGORY 4 - MONTHLY VOLUME RANGE - 15,001 to 25,000

**General Required Features:** Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum General Required Features as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

### SPECIAL REQUIRED FEATURES:

### Bidder Description, Comments/Exceptions

1	Copy/print speed: Forty (40) or more per minute.	Speed: <u>45 pages per minute</u>
2	Stackless auto duplex	<u>Yes</u>
3	Electronic sorting.	<u>Yes</u>
4	Sources: Minimum (2 x 500) + (1 x 1000)	Sources: <u>3100 Sheets 4 Sources</u>
5	Bypass tray with 50 sheet minimum capacity.	Capacity: <u>100 Sheets</u>
6	Minimum total capacity 2050	Total Capacity: <u>3100 Sheets</u>
7	RADF up to 11 x 17 with minimum 50 sheet capacity.	Capacity: <u>50 Sheets</u>
8	Zoom Lens:	Describe: <u>25 % to 400 %</u>
9	Electronic copy auditing control, minimum 50 accounts	# of Codes: <u>500</u>
10	At least 2 jobs to be programmed.	# of Jobs: <u>5</u>
11	Quantity Indicator up to at least 999	Quantity: <u>999</u>
12	Must have a job interrupt feature that automatically returns to original job without loss of position or collation.	<u>Yes</u>
13	Finisher: Offset, with ability to unload while operating; 1,000 sheet capacity; 30 sheet sets with <u>one-place stapling</u> , Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11, and 20 sheet sets for sizes 8 1/2 X 14 to 11 x 17.	Describe Finisher: <u>Meets spec per Addendum #3</u>
14	Must work with ACCOUNT-OR™ Systems Copy Commander	<u>Yes</u>
15	Memory: Must scan into memory at least 100 pages.	<u>Yes</u>
16	Ethernet Network Ready	<u>Yes</u>

BIDDER: Sharp Electronics

AREAS Bidding: B X (See Attached Area Map)

BRAND / MODEL: Sharp 1 ARM450

RATED SPEED: 45 CPM DELIVERY: 30 days ARO

1. Purchase Price: \$ 6435.00 WARRANTY PERIOD: 90 days

1-b Price (not Ethernet Network Ready): \$ 6310.00

2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.
Second Year	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.
Third Year	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.	\$ <u>30.00</u> /Mo.

COPY CHARGE: \$ .0052 / per Copy.

3. Electrical Plug and Power Source Requirement: 110/115 volt outlet.

(Category 4, Purchase – Continued on next page.)

# PURCHASE BIDDING SCHEDULE

**CATEGORY 4 - MONTHLY VOLUME RANGE - 15,001 to 25,000**

(Continued from previous Page)

**BIDDER:** Sharp Electronics

Any Other Additional Costs \$ 0

Describe: N/A

**REQUIRED ACCESSORIES: NOTE** – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert **"INCLUDED"** or **"INCL."** Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

- |  | PRICE            | FSM Maintenance.<br>Price per Month |
|--|------------------|-------------------------------------|
| 1. Finisher, offset, 1,000 sheet capacity; ability to unload while operating;<br><u>30 sheet sets with multi-position stapling</u> , Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11,<br>and 20 sheets for 8 1/2 X 14 to 11 x 17;  | \$ <u>863.00</u> | \$ <u>INCL</u> /Month               |
| Describe Finisher: <u>3 position + Book Staple + Saddlestitch</u>  |                  |                                     |
| 2. Program Ahead, minimum 1 job.   | \$ <u>INCL</u>   | \$ <u>INCL</u> /Month               |
| Describe : <u>5 Jobs can be programmed ahead.</u>  |                  |                                     |
| 3. Ethernet, Network Connection actions only   | \$ <u>INCL</u>   | (One Time Cost)                     |
| The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection. |                  |                                     |
| Token Ring, Network Ready & Network Connection:  | \$ <u>500.00</u> | (One Time Cost)                     |
| Appletalk, Network Ready & Network Connection:   | \$ <u>757.00</u> | (One Time Cost)                     |
| 4. Upgrade memory (Scan into memory 100 additional pages)  | \$ <u>INCL</u>   | (One Time Cost)                     |
| Describe : <u>Included.</u>  |                  |                                     |
| 5. Optional larger capacity paper trays, minimum 500 additional sheets to bring minimum paper capacity to 2,550 sheets.  |                  |                                     |
| Describe: <u>INCL 3050 sheets</u>  | \$ <u>INCL</u>   | \$ <u>INCL</u> /Month               |

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	PRICE	FSM Maintenance. Price per Month
ACCOUNTOR™ Interface/Connector	\$ <u>35.00</u>	\$ <u>10.00</u> /Month
Scan to: E-Mail, File (TIFF, PDF), FTP, I-Fax	\$ <u>1,291.00</u>	\$ <u>10.00</u> /Month
Faxing Option (Walk-up Fax)	\$ <u>696.00</u>	\$ <u>10.00</u> /Month
Cat # / Description: <u>FR4</u> , <u>Data Security Kit</u>	\$ <u>265.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>DS130</u> , <u>Power Filter</u>	\$ <u>104.00</u>	\$ <u>0</u> /Month

Cat # / Description:	<u>4</u> , <u>MSI Mailbox Stacker</u>	\$ <u>583.00</u>	\$ <u>10.00</u> /Month
Cat # / Description:	<u>4</u> , <u>PNIB 3hole Punch unit</u>	\$ <u>384.00</u>	\$ <u>5.00</u> /Month
Cat # / Description:	<u>4</u> , <u>T83 Left side tray</u>	\$ <u>34.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>4</u> , <u>H03 5GB Harddrive</u>	\$ <u>525.00</u>	\$ <u>0</u> /Month
Cat # / Description:	<u>4</u> , <u>MM9 Fax memory</u>	\$ <u>105.00</u>	\$ <u>0</u> /Month

# PURCHASE BIDDING SCHEDULE

## CATEGORY 5 - MONTHLY VOLUME RANGE - 25,001 to 40,000

**General Required Features:** Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum General Required Features as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

### SPECIAL REQUIRED FEATURES:

### Bidder Description, Comments/Exceptions

- |  |  |
|--|--|
| 1. Copy/print speed: Fifty (50) or more per minute.  | Speed: <u>55 pages per minute</u>                    |
| 2. Stackless auto duplex.  | <u>Yes</u>   |
| 3. Electronic sorting.   | <u>Yes</u>   |
| 4. Sources: Minimum (2 x 500) + (1 x 2000).  | Describe: <u>Yes 2x500 + 1x2000</u>                  |
| 5. Bypass tray with 50 sheet minimum capacity.   | Capacity: <u>100 sheets</u>                          |
| 6. Minimum total capacity 3050.  | Total Capacity: <u>150 sheets</u>                    |
| 7. RADF up to 11 x 17 with minimum 50 sheet capacity.  | Capacity: <u>150 sheets</u>                          |
| 8. Zoom Lens:  | Describe: <u>25 % to 400 %</u>                       |
| 9. Electronic copy auditing control, minimum 100 accounts.   | # of Codes: <u>500</u>                               |
| 10. At least 5 jobs to be programmed.  | # of Jobs: <u>Yes / 20 Jobs</u>                      |
| 11. Quantity Indicator up to at least 999  | Quantity: <u>999</u>                                 |
| 12. Must have a job interrupt feature that automatically returns to original job without loss of position or collation.  | <u>Yes</u>   |
| 13. Finisher: Offset, with ability to unload while operating; 1,000 sheet capacity; 50 sheet sets with <u>one-place stapling</u> , Sizes 5 1/2 x 8 1/2 to 8 1/2 X 14, and 30 sheet sets for sizes 11 x 17. |  |
|  | Describe Finisher: <u>meets Spec Per Addendum #3</u> |
| 14. Must work with ACCOUNT-OR™ Systems Copy Commander  | <u>Yes</u>   |
| 15. Must scan into memory at least 200 pages.  | Memory Capacity: <u>10,000</u>                       |
| 16. Ethernet Network ready   | <u>Yes</u>   |

BIDDER: Sharp Electronics

AREAS Bidding: B X (See Attached Area Map)

BRAND / MODEL: Sharp IARM550

RATED SPEED: 55 CPM DELIVERY: 30 days ARO

1. Purchase Price: \$ 11,670.00 WARRANTY PERIOD: 90

1-b Price (not Ethernet Network Ready): \$ 10,504.00

2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.
Second Year	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.
Third Year	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.	\$ <u>35.00</u> /Mo.

COPY CHARGE: \$ .0055 ' per Copy.

3. Electrical Plug and Power Source Requirement: 120 V 60Hz Outlet

(Category 5, Purchase - continued on next page.)

## PURCHASE BIDDING SCHEDULE

## CATEGORY 5 - MONTHLY VOLUME RANGE - 25,001 to 40,000

(Continued from previous Page)

BIDDER: Sharp ElectronicsAny Other Additional Costs \$ 0

Describe: \_\_\_\_\_

**REQUIRED ACCESSORIES: NOTE** – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	PRICE	FSM Maintenance. Price per Month
1. Optional larger capacity paper trays, minimum 500 additional sheets to bring minimum paper capacity to 3,550 sheets.		
Describe: <u>3500 sheet Drawer (total capacity to 6600)</u>	\$ <u>816.00</u>	\$ <u>INCL</u> /Month
2. Finisher, offset, 1,000 sheet capacity; ability to unload while operating; 30 sheet sets with <b>multi-position stapling</b> , Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11, and 50 sheets for 8 1/2 X 14 to 11 x 17;	\$ <u>965.00</u>	\$ <u>INCL</u> /Month
3. Program Ahead, minimum 2 jobs.	\$ <u>INCL</u>	\$ <u>INCL</u> /Month
Describe: <u>20 Jobs/unlimited</u>		
4. Ethernet, Network Connection actions only	\$ <u>INCL</u> (One Time Cost)	
The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection.		
Token Ring, Network Ready & Network Connection:	\$ <u>500.00</u> (One Time Cost)	
Appletalk, Network Ready & Network Connection:	\$ <u>435.00</u> (One Time Cost)	
5. Upgrade memory (Scan into memory 100 additional pages)	\$ <u>INCL</u> (One Time Cost)	
Describe: <u>20,000 pages Standard</u>		

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	PRICE	FSM Maintenance. Price per Month
ACCOUNTOR™ Interface/Connector	\$ <u>35.00</u>	\$ <u>10.00</u> /Month
Scan to: E-Mail, File (TIFF, PDF), FTP, IFax	\$ <u>705.00</u>	\$ <u>15.00</u> /Month
Faxing Option (Walk-up Fax)	\$ <u>679.00</u>	\$ <u>15.00</u> /Month
Electronic copy auditing control, minimum 100 additional accounts. # of Codes: <u>500</u>	\$ <u>INCL</u>	\$ <u>0</u> /Month
Cat # / Description: <u>MM9 / Fax memory Expansion</u>	\$ <u>105.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>FR11 / Data Security Kit</u>	\$ <u>265.00</u>	\$ <u>0</u> /Month
<u>CP2 Post Sheet Insertor</u>	\$ <u>1235.00</u>	\$ <u>5.00</u> /Month

# PURCHASE BIDDING SCHEDULE

## CATEGORY 6 - MONTHLY VOLUME RANGE - 40,001 to 55,000

**General Required Features:** Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum **General Required Features** as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

### SPECIAL REQUIRED FEATURES:

- |   | <u>Bidder Description,<br/>Comments/Exceptions</u> |
|---|--|
| 1. Copy/print speed: Sixty (60) or more per minute.   | Speed: <u>62 pages per minute</u>                  |
| 2. Stackless auto duplex  | <u>yes</u>   |
| 3. Electronic sorting.  | <u>yes</u>   |
| 4. Sources: Minimum (2 x 500) + (1 x 2000)  | Describe: <u>3100 Sheets 4 Sources</u>             |
| 5. Bypass tray with 50 sheet minimum capacity.  | Capacity: <u>100 sheets</u>                        |
| 6. Minimum total capacity 3050  | Total Capacity: <u>3100</u>                        |
| 7. RADF up to 11 x 17 with minimum 50 sheet capacity.   | Capacity: <u>150 sheets</u>                        |
| 8. Zoom Lens:   | Describe: <u>25 % to 400 %</u>                     |
| 9. Electronic copy auditing control, minimum 200 accounts   | # of Codes: <u>500</u>                             |
| 10. At least 5 jobs to be programmed.   | # of Jobs: <u>yes 120 jobs</u>                     |
| 11. Quantity selection up to at least 999   | Quantity: <u>999</u>                               |
| 12. Must have a job interrupt feature that automatically returns to original job without loss of position or collation.   | <u>yes</u>   |
| 13. Finisher: Offset, Minimum 2000 sheet capacity unstapled. Minimum 1,000 sheet capacity if stapled; 50 sheet sets with <u>multiple-place stapling</u> , sizes 5 1/2 x 8 1/2 to 8 1/2 X 11 and 30 sheets for 8 1/2 X 14 to 11 X 17; and ability to unload while operating. |  |
| Describe Finisher: <u>meets spec per Addendum #3</u>  |  |
| 14. Must work with ACCOUNT-OR™ Systems Copy Commander   | <u>yes</u>   |
| 15. Must scan into memory at least 400 pages.   | Capacity: <u>10,000 pages</u>                      |
| 16. Ethernet Network Ready  | <u>yes</u>   |

BIDDER: Sharp Electronics

AREAS Bidding:        B X

(See Attached Area Map)

BRAND / MODEL: Sharp 1 ARM620

RATED SPEED: 62 CPM DELIVERY: 30 days ARO

1. Purchase Price: \$ 12,592.<sup>00</sup> WARRANTY PERIOD: 90
- 1-b Price (not Ethernet Network Ready): \$ 11,427.<sup>00</sup>

**2. Maintenance Costs: Full Service Maintenance (Excludes supplies) without any copies**

	Under 50 Miles	50-100 Miles	Over 100 Miles
First Year	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.
Second Year	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.
Third Year	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.	\$ <u>40.00</u> /Mo.

**COPY CHARGE:** \$ .0055 / per Copy.

3. Electrical Plug and Power Source Requirement: 120V 60Hz outlet

(Category 6, Purchase - Continued on next page.)

# PURCHASE BIDDING SCHEDULE

## CATEGORY 6 - MONTHLY VOLUME RANGE - 40,001 to 55,000

BIDDER: Sharp Electronics

Any Other Additional Costs \$ 0

(Describe): N/A

**REQUIRED ACCESSORIES: NOTE** – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	PRICE	FSM Maintenance. Price per Month
1. Optional larger capacity paper trays, minimum 500 additional sheets to bring minimum paper capacity to 3,550 sheets.		
Describe: <u>3500 sheet Paper Supply</u>	\$ <u>816.00</u>	\$ <u>Incl</u> /Month
Brings Total Capacity to 6,600 sheets online.		
2. Program ahead, minimum 2 jobs.	\$ <u>Incl.</u>	\$ <u>Incl</u> /Month
Describe: <u>20 Jobs / unlimited.</u>		
3. Ethernet, Network Connection actions only	\$ <u>Incl</u> (One Time Cost)	
The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection.		
Token Ring, Network Ready & Network Connection:	\$ <u>500.00</u> (One Time Cost)	
Appletalk, Network Ready & Network Connection:	\$ <u>435.00</u> (One Time Cost)	
4. Upgrade memory (Scan into memory 100 additional pages)	\$ <u>INCL</u> (One Time Cost)	
Describe: <u>20,000 pages Standard.</u>		

**Other Accessories:** The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	PRICE	FSM Maintenance. Price per Month
ACCOUNTOR™ Interface/Connector	\$ <u>35.00</u>	\$ <u>10.00</u> /Month
Scan to: E-Mail, File (TIFF, PDF), FTP, IFax	\$ <u>705.00</u>	\$ <u>15.00</u> /Month
Faxing Option (Walk-up Fax)	\$ <u>679.00</u>	\$ <u>15.00</u> /Month
Cat # / Description: <u>MM9 / Fax memory Expansion</u>	\$ <u>105.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>FR11 / Data security Kit</u>	\$ <u>265.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>CF2 / Post Sheet Inserter</u>	\$ <u>1,235.00</u>	\$ <u>5.00</u> /Month
Cat # / Description: <u>DS140 / Power Filter</u>	\$ <u>113.00</u>	\$ <u>0</u> /Month
Cat # / Description: <u>/</u>	\$ <u></u>	\$ <u></u> /Month